

INSTRUCTIONS TO CREATE AN ACCOUNT TO MANAGE YOUR LAB

Use the following link to access the online licensing system:

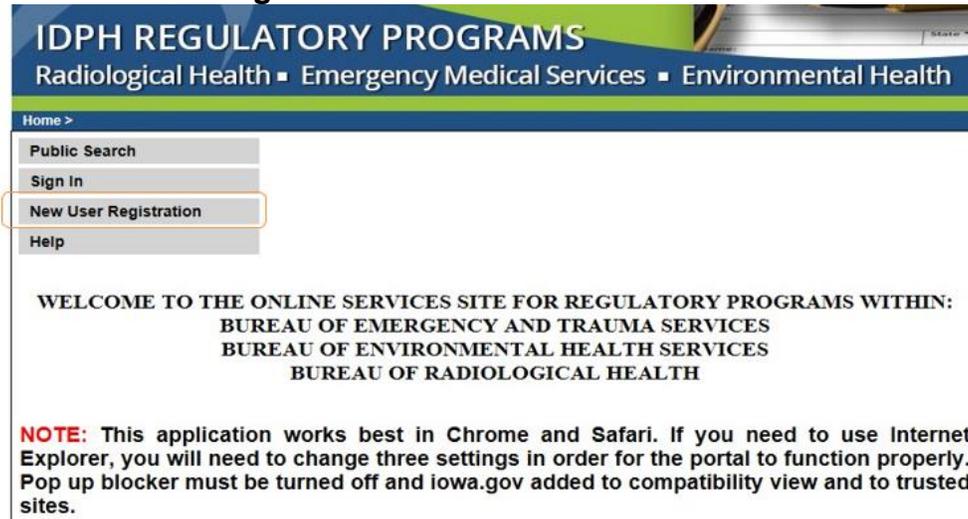
<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with creating an account, finding a username, or resetting a password, call the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the licensing portal home page, click **New User Registration**.



STEP 2: ENTER REGISTRATION DETAILS

Enter your First and Last name in the appropriate boxes, then click **Register**. (Note: You must have a valid personal email address to complete the following steps to create an account.)

A screenshot of the "DPH Regulated Communities" registration form. The title "DPH Regulated Communities" is prominently displayed. Below the title, a sub-header reads "Sign up now to get credentials you can use for Enterprise A&A enabled sites." The form contains two input fields: "First Name:" and "Last Name:". The "First Name:" field contains the letter "I". To the right of these fields is a green "Register" button. At the bottom of the form, there is a link for users who "Possibly have an account already?" and a note: "Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account."

The following screen requires you to enter your email twice.

Your Account ID, First, and Last names will be filled in automatically.

If the Account ID field is blank, enter a unique username in empty box provided.

When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
 @IOWAID

First Name:

Last Name:

Email:

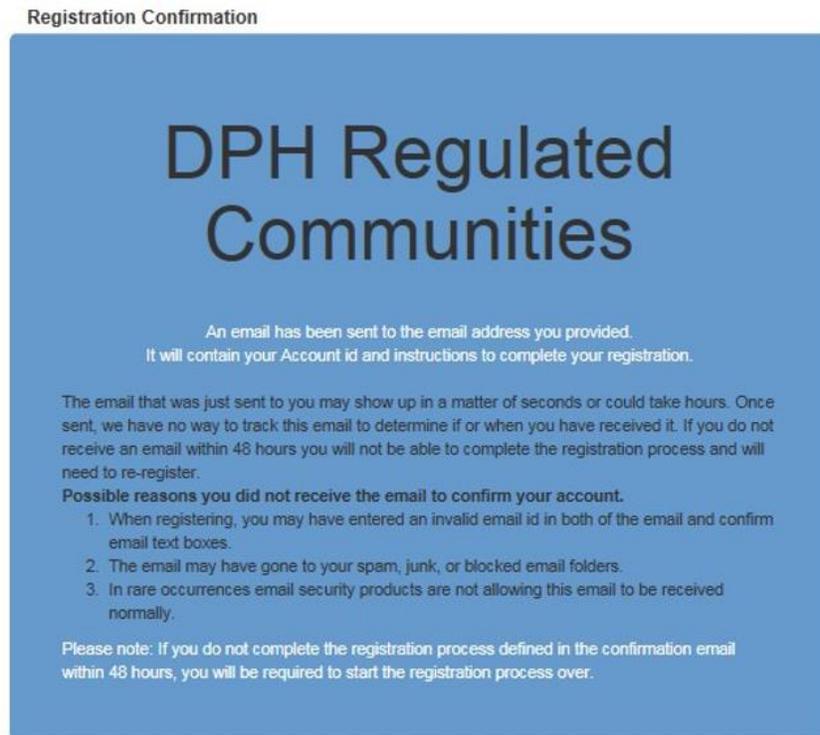
Confirm Email:

A pop-up will appear. Click **OK** to continue.

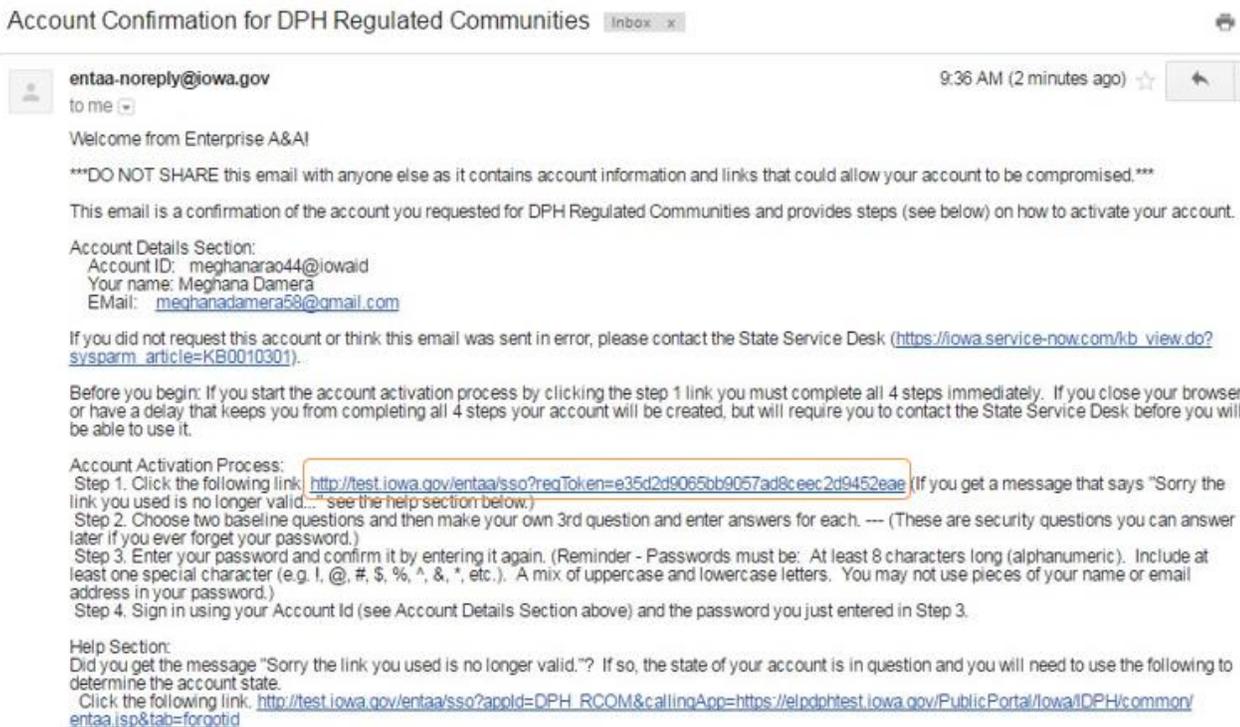


STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.



Open the email that was sent to you with the subject **“Account Confirmation”**. Click the link in the body of the email to complete the activation process.



STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in your email will take you to the page to set up your account security details.

Select your security questions and provide the answers. For Question 3, write your own security question and provide your answer. When you have filled out all the security question details, click **Save Identity Baseline**.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MEGHANARAO44@OWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

— Select Question —

Answer 1:

Confirm:

Question 2:

— Select Question —

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

STEP 5: SET PASSWORD

Next, you will need to **create a password** for your account. Type in your password twice and click **Save New Password**. (Note: your password will need to meet all the password rules listed below.)

The screenshot shows a web form titled "Change Password" for "DPH Regulated Communities". At the top, a light blue box contains the message "You must change your password." Below this, the main form area has a blue background with the text "DPH Regulated Communities" and "Password Change for MEGHANARAO44@IOWAID". There are two input fields: "Enter new password:" and "Confirm new password:". Below these fields are three buttons: "Save New Password" (highlighted with an orange box), "Cancel", and "Help" (in a dashed box). At the bottom, a yellow box titled "Password Rules" lists requirements: "At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, ~, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password."

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page. Sign in using your new Account ID and Password.

Once you have signed in, the next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (Note: SS# must be entered without dashes or spaces and DOB must be entered using the calendar or in the following format: 01/01/2001.) This information is encrypted, and only used to verify the user is authorized to manage and make changes to a lab.

Click **Continue** after completing the required fields.

The screenshot shows the "Individual Information" form within the "IDPH REGULATORY PROGRAMS" interface. The header includes "Radiological Health", "Emergency Medical Services", and "Environmental Health". A breadcrumb trail shows "Home > Web Registration SSN". On the left is a navigation menu with "Home", "Sign In", and "Help". The main form area has three input fields: "SSN:", "Confirm SSN:", and "Date of Birth:". Below these fields are "Continue" and "Reset" buttons. An orange box highlights the input fields and buttons.

STEP 7: PROVIDE PROFILE DETAILS

On the following page, your Email Address, SSN and Date of Birth fields will be filled in. Complete the remaining **Basic Profile Details** and **Physical Address Details**. (Fields with red asterisks are required.) When you have finished entering your information, click **Continue**.

Home > Web Registration Profile			
Basic Profile Details			
First Name*	<input type="text"/>		
Middle Name	<input type="text"/>		
Last Name*	<input type="text"/>		
Suffix	<input type="text"/>		
Email Address*	<input type="text"/>		
SSN:	<input type="text"/>		
Date of Birth:	<input type="text"/>		
Physical Address Details			
Address is:	<input type="text"/>	ATTN:	<input type="text"/>
Street Number*:	<input type="text"/>	City*:	<input type="text"/>
Street Prefix:	<input type="text"/>	County:	<input type="text"/>
Street Name*:	<input type="text"/>	State*:	<input type="text"/>
Street Type*:	<input type="text"/>	Country:	<input type="text"/>
Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Reset"/>			

Next, you will be taken to your **Profile** page. The Basic Profile Details and Physical Address Details you entered will appear here, and your account **PIN** number in the upper right corner. If you are a NEW lab, click **Continue** and follow the instructions to complete a New Company Registration.

If you are an EXISTING lab and ready to Renew, you will be required to provide your PIN number to the IDPH staff to link your profile to a Lab. Please call **855-824-4357** and have your PIN ready.

Home > My Profile			
Basic Profile Details			
Name:	<input type="text"/>	PIN: 349701	
Date of Birth:	<input type="text"/>		
Email Address*:	<input type="text"/>		
Preferred Address:	<input type="text"/>		
Physical Address Details			
Address is:	<input type="text"/>	ATTN:	<input type="text"/>
Street Number*:	<input type="text"/>	City*:	<input type="text"/>
Street Prefix:	<input type="text"/>	County:	<input type="text"/>
Street Name*:	<input type="text"/>	State*:	<input type="text"/>
Street Type*:	<input type="text"/>	Country:	<input type="text"/>
Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Reset"/>		<input type="button" value="Addresses"/>	

WELCOME TO YOUR PROFILE PAGE!